



Your Extended Family.

# My Emergency Plan

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Care Coordinator Name: \_\_\_\_\_

**Briefly describe your emergency back-up plan.** This plan should include your steps if:

1. Your caregiver does not show up at a critical time; or
2. You are in a situation where you need another caregiver. For instance, list the people you will call, including names and phone numbers. List plans for service animals or pets, list people to notify in case of any type of emergency (and how to reach them), and list your plans for disaster preparedness.

**Contact list in case your caregiver does not show up:**

(List of caregivers who will provide emergency care)

Who to contact	Contact phone number	Contact address
1)		
2)		
3)		

Other plans in case of a critical need for caregiver care or in case a caregiver does not show up:

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**Contact list for help if there is bad weather like a tornado, snow storm, high heat or high wind emergency:**

(List of who to contact to assist with decisions in an emergency)

Who to contact	Contact phone number	Contact address
1)		
2)		
3)		

**Special instructions in the event of an emergency:**

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**Contact list in case of emergency/disaster:**

(Examples: fire, flooding, loss of power, heat, or water, etc.)

Who to contact	Contact phone number	Contact address
1)		
2)		
3)		

## Other plans for emergency/disaster preparedness:

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### Disaster Preparation Items:

Whether it be a tornado or snowstorm, below are basic suggestions for what to keep in your disaster supply kit. Bring a bag or cooler to store these items. Some items listed below can be purchased using your quarterly OTC stipend.

**Water:** It is recommended to have one gallon of water per day per person. You should keep at least three gallons each per person at home.

**Food:** You should have at least three days' worth of food. Pick food that will last longer. Consider cereal, ready to eat canned fruits or canned veggies, juice and meat, or energy rich snacks like trail mix and granola bars. Remember to have vitamins and special supplies around for anyone with special needs.

**Medication:** Have some extra medication on hand when disaster strikes. Remember to store over the counter medication like painkillers, antihistamines, calamine lotion, Alka Seltzer, laxatives, anti-diarrhea medication and sterile eyewash.

**First Aid Kit:** Your first aid kit should include latex gloves, gauze pads, a thermometer, sterile bandages, Band-Aids, petroleum jelly, salve for burns, antibiotic ointment, adhesive tape, towelettes, hand sanitizers, sunscreen and instant cold packs.

**Tools and Supplies:** This includes items such as candles, matches in a waterproof container, scissors, tweezers, a sewing kit, a flashlight, extra batteries, a small fire extinguisher, a manual can opener, a knife, and a hand crank or battery operated radio (with batteries). Drop ladder and ropes to keep on hand in case of escaping a fire. Foghorns as well to let people know that you are trapped.

**Hygiene Products:** Toilet paper, feminine products and toiletries.

**Cleaning Products:** Garbage bags, dish soap, bleach, disinfectant.

**Clothing:** Rain gear, at least one outfit, work boots or durable sneakers, and thermal underwear.

**Important documents and items:** Cash, driver's license, passport, social security card, family records, bank account numbers, and a list of important and emergency phone numbers. Make sure you have a copy of your will, insurance policies, and other contracts and deeds. Bring cords and chargers for devices.

**Miscellaneous Items:** Blankets, sleeping bags, paper cups, paper plates and plastic utensils (forks, knives, spoons.)

## *Tips for exiting your home in case of a fire*

**React as soon as you hear your smoke alarm go off.** If you hear your smoke detector or alarm going off and see fire, try to exit your home as safely as possible. Do not try to grab your phone, valuables, or your other important possessions. Your only concern is to get out of there as fast as possible. Nothing else is as important as this. You should be getting yourself and your family members out safely.

**Safely exit through doors.** If you see smoke under a door, then you cannot go out that door, because smoke is toxic and fire is sure to follow. If you don't see smoke, put the back of your hand up to the door to make sure it doesn't feel hot. If the door feels cool, then open it slowly and pass through it. If your door is open and there is a fire preventing you from exiting the room, close the door to protect yourself from the fire. If the door is hot or there's smoke under it and there are no other doors to pass through, you will have to try to escape through a window. Be careful!

**Protect yourself from smoke inhalation.** Get low to the floor and crouch or crawl on your hands and knees to avoid the smoke. Though you may think that running is faster, encourage your family members to crouch or crawl, too. Inhaling smoke causes people to become unconscious. Knowing this, you should cover your nose and mouth if you have to walk by or through a heavily smoke-filled room. You can also place a shirt or a wet rag over your nose and mouth, but only if you have time. This will only give you a minute or so, which is not a lot of time, but it does help you avoid inhaling smoke and other dangerous items in the air.

**Stop, drop, and roll if your clothes catch fire.** If your clothes catch fire, immediately stop what you're doing, drop flat to the ground, and roll around until you put the fire out. Rolling around will get rid of the fire quickly. Cover your face with your hands as you're rolling to protect yourself. Avoid wearing synthetic fibers, as these can melt and stick to skin causing severe burns. Synthetic fibers are polyester and nylon.

**Protect yourself from the smoke if you can't get out.** If you can't escape your home and are waiting for help, don't panic. You may not be able to get out, but you can still find ways to protect yourself from the smoke and stay safe. Close your door and cover all vents and cracks around it with cloth or tape to keep the smoke out for as long as you can. Whatever you do, don't panic.

**Call for help from an upstairs window.** If you are trapped in your upstairs room in the event of a fire, do what you can to get yourself to an area where people will be able to hear you or see you. You can take a sheet or something else - white preferably - and hang it out the window to let people know that you need help. Be sure to close the window - leaving it open lets the fire get fresh oxygen. Put something down to prevent the smoke from coming underneath the door, such as a towel or anything that you can find.

**Escape from an upstairs window if you can.** If you have a two-story house, you should have an escape ladder that you can throw out in case a fire or other problem happens. If you really must get out of the window, look for a ledge. If there is a ledge, you can get yourself out onto the ledge facing the building. Always face the building structure when exiting a window on an upper floor. From a second story, if you have to hang, you might get closer to the ground and you could potentially let go and fall to safety.

**How to exit your home in case of a fire:**



## Emergency Conditions

If you have an emergency condition, please describe what you experience. This will help your caregiver give you the help you need. Explain what the condition looks like and review with your loved ones and caregiver.

Example: If you have a seizure, you may lose consciousness, have uncontrollable muscle spasms, and fall easily.

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